

Governor's Commission on Supplier Diversity
 Conference Room C
 302 W. Washington Street, Indianapolis, IN 46204
Monday, September 12, 2022 | 1:00 p.m. – 3:00 p.m.

Meeting Minutes

I. Call to Order

Chairman Wilson called the meeting to order Monday, September 12, 2022, at 1:00p.m. EST.

II. Roll Call

Graham Melendez, Director of Business Development and Outreach, took roll call.

Those members present were:

Note – Commissioner Frances Vega-Steele attended via teleconference.

Gregory L. Wilson – Chairman	Kesha Rich – Division of Supplier Diversity Deputy Commissioner	John Bartlett – State Representative	Greg Taylor – State Senator
Ellen Dunnigan – Central Representative	Christine Jeffers – Indiana Small Business Development Center	Joanna King – Indiana General Assembly	Rebecca Kubacki – Northern Representative
Remo Mezzetta – Central Representative	Frances Vega-Steele – Northern Representative	Elizabeth Kiefner Crawford – Indiana Department of Transportation Representative	

Establish Quorum

Having 6 voting members, a quorum was not established for the meeting.

III. MBE/WBE/IVOSB Vendor Presentations

Four selected vendors pitched their businesses and gave brief presentations to the Governor's Commission on Supplier Diversity that met the following criteria:

1. They needed to be certified with the IDOA as an MBE, WBE, or IVOSB.
2. They needed to not have had any contracts with either the State of Indiana or the SEIs.
3. They would have to be willing to participate on State of SEI contracts.
4. They would have to be willing to travel to Indianapolis, IN for an in-person presentation.

IV. State Educational Institution (SEI) Reports

Each SEI gave a brief overview of their overall goals and utilization percentages for the **quarter**.

The SEIs that presented their reports were:

- Ball State University: MBE: 2.21%, WBE: 4.80%, IVOSB: 0.25%
- Indiana State University: MBE: 3.16%, WBE: 10.19%, IVOSB: 0.00%

- Indiana University: MBE: 3.66%, WBE: 7.20%, IVOSB: 1.10%
- Ivy Tech Community College: MBE: 9.06%, WBE: 10.10%, IVOSB: 1.83%
- Purdue University: MBE: 55.58%, WBE: 23.41%, IVOSB: 7.29%
- University of Southern Indiana: MBE: 14.78%, WBE: 41.10%, IVOSB: 2.86%
- Vincennes University: MBE: 2.85%, WBE: 19.24%, IVOSB: 6.91%

V. **INDOT DBE Program Update**

Elizabeth Kiefner Crawford presented the Indiana Department of Transportation Disadvantaged Business Enterprise (DBE) program update. She provided an update on certification, contract compliance and support services. She reported certification statistics, including number of certified firms. She also included updates on current and future INDOT projects in relation to their supplier diversity goals.

- DBE Certification Updates 2022
 - There were 877 certified DBEs.
- 2022 Data
 - Currently there has been 70 new applications received.
 - There were 609 applications processed.
 - The Average Processing Time (“APT”) = 21.38 Days.
- Workforce Education Services Updates
 - INDOT’s investment in heavy highway curriculum in high schools continues to grow. Two high schools will be coming online with heavy highway construction curriculum in the 2023-204 school (Pendleton and Frankfort).
 - INDOT was invited as a partner in the Inaugural Indiana Construction Educators Summit in July 2022 as a panelist.
 - INDOT’s BY Roads program launched its third cohort in August 2022 with an anticipated October 2022 graduation. This program recruits women, minorities and white males below the federal poverty level for an introduction to heavy highway construction.
 - BY Roads Better Your Future will launch in the last quarter of October 2022. This program will provide heavy highway construction credentials to clients housed within the Indiana Department of Corrections. INDOT’s partners include both the Indiana Department of Corrections and the Indiana Construction Roundtable Foundation.
- Equity Initiatives Resource Development
 - EIS staff participated in the following events in June-August 2022:
 - City of Indianapolis Reverse Trade Show
 - Indiana Black Expo Major Projects Overview
 - INDOT Disparity Study Results and Public Outreach
 - Muncie Black Chamber of Commerce
 - Diverse Business Trade Show- Northern Indiana
 - We have confirmed participation in the IDOA B2B showcase in October 2022.
 - We will be partnering with the Indianapolis Airport Authority on a matchmaking event in Winter 2023. More details to follow!

VI. **Deputy Commissioner’s Report**

Kesha Rich, Deputy Commissioner of the Division of Supplier Diversity gave a general overview of 3rd quarter 2022. The report included:

- Overview of the creation of the Division, MBE/WBE/IVOSB participation goals and the three (3) main functions of the Division: certification, contract compliance and business outreach.
- Overview of the Division’s organizational chart and MBE/WBE/IVOSB participation goals.
- Certification review which highlighted the electronic certification process.
- New participation goals for the State of Indiana went into effect on July 1, 2021.
- Certification Updates

- Average days to certify MBEs/WBEs and IVOSBs are still below regulatory requirements but will possibly be increased due to staffing issues
- Informing certified vendors how to be a registered supplier for state agencies to utilize
- Continuing to work with IoT on an e-certification solution
- Compliance Updates
 - Pay audit webinars
 - Reviewing subcontractor change requests
 - Receiving payments through temporary payment submission forms and entering them manually into Pay Audit System
- Business Outreach Updates
 - Bi-weekly webinars for the public
 - Monthly certification and pay audit system webinars
 - B2B Showcase – October 14th

VII. Certification Update

Kesha Rich, Deputy Commissioner of the Division of Supplier Diversity gave a general overview of certification data for the 3rd quarter of 2022:

- New incoming MBE/WBE applications 35, recertification applications 76, preliminary denials issued 0, applications denied 0, and average application processing time 34 days.
- Provided numbers IVOSB. 2022 3rd quarter new incoming IVOSB applications 8, recertification applications 14, preliminary denials issued 0, and average processing time 0 day.
- Reported the data for total certified firms for the 3rd quarter: total MBE/WBE/IVOSB 2,265, MBE 796, WBE 1,221 and IVOSB 248.

VIII. Contract Compliance Update

Heather Ahnfield, Director of Contract Compliance of the Division of Supplier Diversity, gave a contract compliance overview of the 2nd quarter 2022 on behalf of:

- INDOT Good Faith Effort Reviews – 13 were processed, 13 were granted.
- There were 2 payment/utilization issues, 7 subcontractor replacements on statewide contracts, and 12 RFPs tracked.
- 4 pre-proposal and pre-bid meetings attended.
- MBE/WBE subcontractor participation in dollars:
Committed - MBE \$5,028,460,766.71; WBE \$4,428,992,636.31; IVOSB \$ 1,540,232,323.29.
- MBE/WBE subcontractor participation in percentage:
Committed – MBE 6.21%, WBE 5.47%. IVOSB 1.90%.

IX. Business Development and Outreach Update

Graham Melendez, Director of Business Development and Outreach of the Division of Supplier Diversity, provided the dates for the past and future business outreach webinars.

- Certification Webinars
 - October 19th
- Pay Audit Webinars
 - September 21st
 - November 18th
- Business Outreach Webinar
 - September 22nd
- 14th Annual B2B Showcase
 - October 14th
- Reviewed the Division’s outreach activities that detailed 19 outreach events including week-long participation in IBE 2022 Summer Celebration, WBENC “We Succeed” Conference 2022, ILE

Mayor's Breakfast, NAWBO 25th Anniversary Luncheon, US Minority Contractor Association's Learning Series, Pepper Construction's Diversity Outreach Event, OMWBD's Reverse Trade Show, and 2022 Business Conference Virtual Series Webinars,

X. Deputy Commissioner of Procurement's Report

Kesha Rich, Deputy Commissioner of the Division of Supplier Diversity, gave the Procurement Division's report on behalf of Erin Kellam, Deputy Commissioner of Procurement on prime vendor spend:

- Reviewed the total 2022 Q2 certified prime spend data and payments made to prime contractors. MBE \$ 21,686,211.25 – 6.42%; WBE \$60,236,661.92 – 17.82%; IVOSB \$10,384,098.76 – 3.07%.
- Total state spend \$337,994,651.65

XI. Adjourn

Chairman Wilson adjourned the meeting Monday, September 12, 2022, at 3:00 p.m. EST.